

Leaded Light Repairing Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation				
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	manual handling, sharp tools	3H	<ul style="list-style-type: none"> - Conduct a manual handling training session for workers - Ensure all workers are equipped with cut-resistant gloves - Keep work area tidy to prevent trips and falls - Use proper lifting techniques while handling materials - Provide appropriate tools for handling heavy or awkward items - Inspect all tools and equipment before use - Ensure adequate lighting in the work area - Set up warning signs around the work zone - Restrict access to authorised personnel only - Ensure first aid kit is available on site 	2M
2. Collecting Materials	materials falling, inadequate storage	3H	<ul style="list-style-type: none"> - Use secure storage solutions like bins and racks - Train workers on correct lifting and carrying techniques - Store items at waist level where possible - Ensure all materials are properly labelled - Attach securing straps to materials on shelves - Conduct regular checks on storage shelves for stability - Keep aisles and access ways clear - Provide hard hats for personnel in high-risk areas - Implement a reporting procedure for hazards - Conduct regular hazard audits of storage area 	1L
3. Inspection of Leaded Light Pieces	lead exposure, sharp edges	4A	<ul style="list-style-type: none"> - Use PPE, including gloves and respirators when handling lead - Provide safety goggles to protect from sharp edges - Ensure proper ventilation in the inspection area - Train workers on identifying lead poisoning symptoms - Use tools to handle sharp pieces instead of bare hands - Provide a dedicated sharpening area with barriers - Keep first aid instructions accessible on site - Implement spill containment procedures 	2M

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			<ul style="list-style-type: none"> - Post 'No Eating or Drinking' signage in handling areas - Ensure regular health checks for lead exposure 	
4. Disassembly of Frame	tools breakage, inadequate support	3H	<ul style="list-style-type: none"> - Use appropriate tools and equipment - Ensure adequate support for the frame - Use proper lifting techniques - Avoid overexertion - Use safety glasses - Avoid loose clothing - Keep work area clean and free of clutter - Use proper disposal methods for broken tools - Regularly inspect tools for damage - Use proper storage methods for tools - Avoid using tools on hard surfaces - Use proper cutting techniques - Avoid using tools on live wires - Use proper grounding techniques - Avoid using tools on flammable materials - Use proper ventilation techniques - Avoid using tools in confined spaces - Use proper fall protection techniques - Avoid using tools on overhead structures - Use proper tie-off techniques - Avoid using tools on unstable surfaces - Use proper bracing techniques - Avoid using tools on slippery surfaces - Use proper footing techniques - Avoid using tools on uneven surfaces - Use proper leveling techniques - Avoid using tools on sloped surfaces - Use proper alignment techniques - Avoid using tools on curved surfaces - Use proper marking techniques - Avoid using tools on painted surfaces - Use proper cleaning techniques - Avoid using tools on wet surfaces - Use proper drying techniques - Avoid using tools on oily surfaces - Use proper lubrication techniques - Avoid using tools on greasy surfaces - Use proper degreasing techniques - Avoid using tools on rusty surfaces - Use proper rust removal techniques - Avoid using tools on corroded surfaces - Use proper corrosion prevention techniques - Avoid using tools on damaged surfaces - Use proper repair techniques - Avoid using tools on weakened surfaces - Use proper reinforcement techniques - Avoid using tools on overloaded surfaces - Use proper load distribution techniques - Avoid using tools on stressed surfaces - Use proper stress management techniques - Avoid using tools on vibrating surfaces - Use proper vibration reduction techniques - Avoid using tools on noisy surfaces - Use proper noise reduction techniques - Avoid using tools on hot surfaces - Use proper cooling techniques - Avoid using tools on cold surfaces - Use proper warming techniques - Avoid using tools on frozen surfaces - Use proper thawing techniques - Avoid using tools on icy surfaces - Use proper melting techniques - Avoid using tools on slippery surfaces - Use proper traction techniques - Avoid using tools on uneven surfaces - Use proper leveling techniques - Avoid using tools on sloped surfaces - Use proper alignment techniques - Avoid using tools on curved surfaces - Use proper marking techniques - Avoid using tools on painted surfaces - Use proper cleaning techniques - Avoid using tools on wet surfaces - Use proper drying techniques - Avoid using tools on oily surfaces - Use proper lubrication techniques - Avoid using tools on greasy surfaces - Use proper degreasing techniques - Avoid using tools on rusty surfaces - Use proper rust removal techniques - Avoid using tools on corroded surfaces - Use proper corrosion prevention techniques - Avoid using tools on damaged surfaces - Use proper repair techniques - Avoid using tools on weakened surfaces - Use proper reinforcement techniques - Avoid using tools on overloaded surfaces - Use proper load distribution techniques - Avoid using tools on stressed surfaces - Use proper stress management techniques - Avoid using tools on vibrating surfaces - Use proper vibration reduction techniques - Avoid using tools on noisy surfaces - Use proper noise reduction techniques - Avoid using tools on hot surfaces - Use proper cooling techniques - Avoid using tools on cold surfaces - Use proper warming techniques - Avoid using tools on frozen surfaces - Use proper thawing techniques - Avoid using tools on icy surfaces - Use proper melting techniques 	2M
5. Cleaning Old Lead and Solder	chemical exposure, burns	4A	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Work in a well-ventilated area - Use proper cleaning techniques - Avoid contact with skin and eyes - Use proper disposal methods for waste - Regularly inspect PPE for damage - Use proper storage methods for chemicals - Avoid using chemicals on flammable materials - Use proper ventilation techniques - Avoid using chemicals in confined spaces - Use proper fall protection techniques - Avoid using chemicals on overhead structures - Use proper tie-off techniques - Avoid using chemicals on unstable surfaces - Use proper bracing techniques - Avoid using chemicals on slippery surfaces - Use proper footing techniques - Avoid using chemicals on uneven surfaces - Use proper leveling techniques - Avoid using chemicals on sloped surfaces - Use proper alignment techniques - Avoid using chemicals on curved surfaces - Use proper marking techniques - Avoid using chemicals on painted surfaces - Use proper cleaning techniques - Avoid using chemicals on wet surfaces - Use proper drying techniques - Avoid using chemicals on oily surfaces - Use proper lubrication techniques - Avoid using chemicals on greasy surfaces - Use proper degreasing techniques - Avoid using chemicals on rusty surfaces - Use proper rust removal techniques - Avoid using chemicals on corroded surfaces - Use proper corrosion prevention techniques - Avoid using chemicals on damaged surfaces - Use proper repair techniques - Avoid using chemicals on weakened surfaces - Use proper reinforcement techniques - Avoid using chemicals on overloaded surfaces - Use proper load distribution techniques - Avoid using chemicals on stressed surfaces - Use proper stress management techniques - Avoid using chemicals on vibrating surfaces - Use proper vibration reduction techniques - Avoid using chemicals on noisy surfaces - Use proper noise reduction techniques - Avoid using chemicals on hot surfaces - Use proper cooling techniques - Avoid using chemicals on cold surfaces - Use proper warming techniques - Avoid using chemicals on frozen surfaces - Use proper thawing techniques - Avoid using chemicals on icy surfaces - Use proper melting techniques 	2M
6. Cutting Glass	injury from shards, manual handling	4A	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Work in a well-ventilated area - Use proper cutting techniques - Avoid contact with skin and eyes - Use proper disposal methods for waste - Regularly inspect PPE for damage - Use proper storage methods for glass - Avoid using glass on flammable materials - Use proper ventilation techniques - Avoid using glass in confined spaces - Use proper fall protection techniques - Avoid using glass on overhead structures - Use proper tie-off techniques - Avoid using glass on unstable surfaces - Use proper bracing techniques - Avoid using glass on slippery surfaces - Use proper footing techniques - Avoid using glass on uneven surfaces - Use proper leveling techniques - Avoid using glass on sloped surfaces - Use proper alignment techniques - Avoid using glass on curved surfaces - Use proper marking techniques - Avoid using glass on painted surfaces - Use proper cleaning techniques - Avoid using glass on wet surfaces - Use proper drying techniques - Avoid using glass on oily surfaces - Use proper lubrication techniques - Avoid using glass on greasy surfaces - Use proper degreasing techniques - Avoid using glass on rusty surfaces - Use proper rust removal techniques - Avoid using glass on corroded surfaces - Use proper corrosion prevention techniques - Avoid using glass on damaged surfaces - Use proper repair techniques - Avoid using glass on weakened surfaces - Use proper reinforcement techniques - Avoid using glass on overloaded surfaces - Use proper load distribution techniques - Avoid using glass on stressed surfaces - Use proper stress management techniques - Avoid using glass on vibrating surfaces - Use proper vibration reduction techniques - Avoid using glass on noisy surfaces - Use proper noise reduction techniques - Avoid using glass on hot surfaces - Use proper cooling techniques - Avoid using glass on cold surfaces - Use proper warming techniques - Avoid using glass on frozen surfaces - Use proper thawing techniques - Avoid using glass on icy surfaces - Use proper melting techniques 	1L

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7. Soldering Lead Came	fumes, burns	4A		2M
8. Checking for Structural Integrity	collapse, inadequate support	3H		1L
9. Final Assembly	incorrect fitting, tools misplacement	3H		2M

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10. Clean-up and Waste Disposal	waste spill, chemical exposure	3H		1L
11. Quality Check	missed defects, inadequate testing	2M		1L
12. Final Documentation	data entry errors, lost records	2M		1L

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13. Team Debrief	communication breakdowns, incorrect lessons learnt	2M		1L
14. Equipment Shutdown	improper shutdown, electrical risks	3H		1L
15. Closing Site	unauthorised access, environmental hazards	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.